

CONSENT AGENDA
FILE NO. 14

**CITY OF SAN ANTONIO
DEPARTMENT OF COMMUNITY INITIATIVES
CITY COUNCIL AGENDA MEMORANDUM**

TO: Mayor and City Council

FROM: Dennis J. Campa, Director, Department of Community Initiatives

SUBJECT: Contract Modification for the Child Care Delivery System

DATE: January 27, 2004

SUMMARY AND RECOMMENDATIONS

This ordinance acknowledges contract modifications with Alamo Workforce Development, Inc. (AWD) awarding funds in the amount of \$870,000 for direct childcare and operations within the Alamo Area Child Care Delivery System (CCDS) Program for the period beginning October 1, 2004 through December 31, 2004. Additionally, it authorizes execution of an amendment to the delegate agency contract with Alamo Area Development Corporation (AADC) providing additional funds in the amount of \$70,000 for the period of October 1, 2004 through September 30, 2005; adopts a revised FY 2004-2005 CCDS program budget and approves a revised personnel complement.

Staff recommends the approval of this ordinance.

BACKGROUND INFORMATION

The Texas Workforce Commission (TWC) is responsible for administering the State's childcare program and contracts the responsibility for the integrated delivery of childcare and workforce programs to local workforce development boards throughout the state. Alamo Workforce Development, Inc., the local workforce board serving Bexar and 11 surrounding counties, contracts with the City's Department of Community Initiatives' (DCI) Child Care Delivery System Division (CCDSD) to operate the Alamo Area CCDS which provides overall coordination, client services, fiscal management, provider services and quality improvement activities.

AADC provides CCDS services to families and children in the 11 counties surrounding Bexar County within the Alamo Workforce Development Area. Services available to the rural counties through AADC include client services, provider services, and quality improvement.

AWD has identified additional Child Care Development Funds in the amount of \$870,000 and desires to modify the CCDS contract by awarding such funds to the City for the provision of direct childcare and operations. Accordingly, the City proposes to amend its delegate agency contract with AADC to provide additional funds in the amount of \$70,000 in connection with the Childcare Delivery System's rural counties.

POLICY ANALYSIS

This ordinance addresses the core issues of Human Development and Family Strengthening and continues existing City policy of providing high quality early childhood education to enhance workforce development efforts. The additional funding will enable CCDS to serve approximately 250 additional children.

FISCAL IMPACT

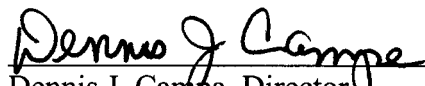
This ordinance accepts additional grant funding from AWD for FY05 in the amount of \$870,000 for the provision of direct childcare and operations. Additionally, this ordinance provides additional funding for FY05 to AADC for rural childcare services in the amount of \$70,000. There will be no impact to the City's General Fund.

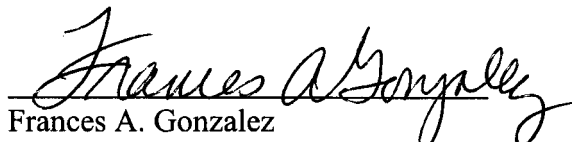
COORDINATION


DCI coordinated activities with AWD, the Finance Department, the City Attorney's Office, and the Office of Management and Budget and the Alamo Area Council of Governments.

SUPPLEMENTARY COMMENTS

A Discretionary Contracts Disclosure Form is attached.


Dennis J. Campa, Director
Department of Community Initiatives


Frances A. Gonzalez
Assistant City Manager


J. Rolando Bono
Interim City Manager

Discretionary Contracts Disclosure*

For use of this form, see City of San Antonio Ethics Code, Part D, Sections 1&2

Attach additional sheets if space provided is not sufficient.

State "Not Applicable" for questions that do not apply.

* This form is required to be supplemented in the event there is any change in the information under (1), (2), or (3) below, before the discretionary contract is the subject of council action, and no later than five (5) business days after any change about which information is required to be filed.

Disclosure of Parties, Owners, and Closely Related Persons

For the purpose of assisting the City in the enforcement of provisions contained in the City Charter and the Code of Ethics, an individual or business entity seeking a discretionary contract from the City is required to disclose in connection with a proposal for a discretionary contract:

(1) the identity of any **individual** who would be a party to the discretionary contract:

Al J. Notzon, III

(2) the identity of any **business entity**¹ that would be a party to the discretionary contract:

Alamo Area Development Corporation (AADC)

and the name of:

(A) any individual or business entity that would be a **subcontractor** on the discretionary contract;

N/A

and the name of:

(B) any individual or business entity that is known to be a **partner**, or a **parent** or **subsidiary** business entity, of any individual or business entity who would be a party to the discretionary contract;

N/A

¹ A *business entity* means a sole proprietorship, partnership, firm, corporation, holding company, joint-stock company, receivership, trust, unincorporated association, or any other entity recognized by law.

- (3) the identity of any lobbyist or public relations firm employed for purposes relating to the discretionary contract being sought by any individual or business entity who would be a party to the discretionary contract.

N/A


Political Contributions

Any individual or business entity seeking a discretionary contract from the city must disclose in connection with a proposal for a discretionary contract all political contributions totaling one hundred dollars (\$100) or more within the past twenty-four (24) months made directly or indirectly to any current or former member of City Council, any candidate for City Council, or to any political action committee that contributes to City Council elections, by any individual or business entity whose identity must be disclosed under (1), (2) or (3) above. Indirect contributions by an individual include, but are not limited to, contributions made by the individual's spouse, whether statutory or common-law. Indirect contributions by an entity include, but are not limited to, contributions made through the officers, owners, attorneys, or registered lobbyists of the entity.

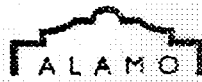
To Whom Made:	Amount:	Date of Contribution:
None		

Disclosures in Proposals

Any individual or business entity seeking a discretionary contract with the city shall disclose any known facts which, reasonably understood, raise a question² as to whether any city official or employee would violate Section 1 of Part B, Improper Economic Benefit, by participating in official action relating to the discretionary contract.

Signature: 	Title: Executive Director Company: Alamo Area Development Corporation	Date: 1-20-05

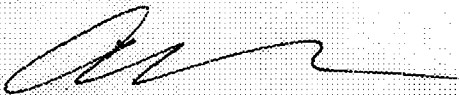
² For purposes of this rule, facts are "reasonably understood" to "raise a question" about the appropriateness of official action if a disinterested person would conclude that the facts, if true, require recusal or require careful consideration of whether or not recusal is required.



WorkSource

Contract #	CCDS2003001-02	Amend #	3	Effective Date	12/08/04
Contractor Name	City of San Antonio				
Mailing Address	Box 839966				
City / State / ZIP	San Antonio, TX 78283				
Contact	Attn: Dennis Campa				
Purpose of Amendment (check as applicable)					
<input type="checkbox"/> Change in Contract End Date from: _____ to _____					
<input checked="" type="checkbox"/> Increase OR <input type="checkbox"/> Decrease in Contract Amount: By <u>\$870,000.00</u> From <u>\$32,755,532.00</u> to <u>\$33,625,532.00</u> (Revised Budget Attached)					
<input type="checkbox"/> Budget Change / No Increase or Decrease in Contract Amount (Revised Budget Attached)					
<input type="checkbox"/> Change to Statement of Work (Changes Attached)					
<input type="checkbox"/> Change to Contract Terms and Conditions (Changes Attached)					
<input type="checkbox"/> Change to Performance Measures (Changes Attached)					
<input checked="" type="checkbox"/> Other (Described below or Attached) To provide additional unexpended FY '04 funds. Funds must be expended by 12/31/2004.					

The contract amendment herein consisting of this signature page and the contract parts listed above are hereby incorporated as part of the original contract. All other terms and conditions specified in the original contract remain in full force and effect.

<input checked="" type="checkbox"/> Unilateral Amendment		<input type="checkbox"/> Bilateral Amendment	
Alamo WorkSource 		Contractor	
Alan D. Miller Executive Director	Date 12/08/04	Name:	Date

**CCDS ALLOCATION
FISCAL YEAR 2005 - MOD 3**

CATEGORY	ORIGINAL ALLOCATION	INCREASE / (DECREASE)	REVISED ALLOCATION	NOTES
COSA CPER-CCDF	\$4,683,887		\$4,683,887	
TITLE XX AT RISK	169,450		169,450	
INFANT/TODDLER	1,358,710		1,358,710	
QUALITY EXPANSION	1,638,353		1,638,353	
SCHOOL AGE	197,125		197,125	
SUBTOTAL	<u>\$3,363,638</u>	<u>\$0</u>	<u>\$3,363,638</u>	
CCDF Direct Care Unallocated	\$24,648,831	\$ 870,000.00	\$25,518,831	
WIA TRAINING	59,176		\$59,176	
GRAND TOTAL	<u>\$32,755,532</u>	<u>\$870,000</u>	<u>\$33,625,532</u>	

*Chargeable up to 5% of TDFPS direct care expenditures

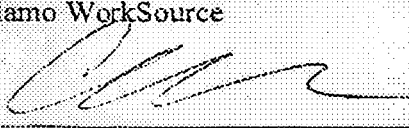


WorkSource

*to have
and
Kevin
for action*

Contract #	CCDS2003001-02	Amend #	3.1	Effective Date	12/08/04
Contractor Name	City of San Antonio				
Mailing Address	Box 839966				
City / State / ZIP	San Antonio, TX 78283				
Contact	Attn: Dennis Campa				
Purpose of Amendment (check as applicable)					
<input type="checkbox"/> Change in Contract End Date from: _____ to _____					
<input type="checkbox"/> Increase OR <input type="checkbox"/> Decrease in Contract Amount: By \$0.00 From \$33,625,532.00 to \$33,625,532.00 (Revised Budget Attached)					
<input type="checkbox"/> Budget Change / No Increase or Decrease in Contract Amount (Revised Budget Attached)					
<input type="checkbox"/> Change to Statement of Work (Changes Attached)					
<input type="checkbox"/> Change to Contract Terms and Conditions (Changes Attached)					
<input type="checkbox"/> Change to Performance Measures (Changes Attached)					
<input checked="" type="checkbox"/> Other (Described below or Attached) Contractor may retroactively charge expenses on or after 10/01/04 to the \$870,000 of additional unexpended FY '04 funds. Funds must be expended by 12/31/2004.					

The contract amendment herein consisting of this signature page and the contract parts listed above are hereby incorporated as part of the original contract. All other terms and conditions specified in the original contract remain in full force and effect.

<input checked="" type="checkbox"/> Unilateral Amendment		<input type="checkbox"/> Bilateral Amendment	
Alamo WorkSource		Contractor	
			
Alan D. Miller	Date 12/10/04	Name:	Date
Executive Director		Title:	

2005 CHILD CARE DELIVERY SYSTEM

October 1, 2004 - September 30, 2005

	BUDGET	Revision #3 +/-	REVISED BUDGET
REVENUES:			
Title XX - At Risk	169,450	-	169,450
CCDF Early Childcare	25,565,205	(46,373)	25,518,832
CCDF Quality Expansion	1,638,353	-	1,638,353
CCDF Infant & Toddler	1,358,710	-	1,358,710
CCDF School Age R & R	197,125	-	197,125
2005 Federal Match	3,297,360	366,373	3,663,733
CCDF Program Operations	4,133,887	550,000	4,683,887
WIA Quality Improvement	59,176	-	59,176
TRF General Fund (29-024)	1,200,000	-	1,200,000
TOTAL REVENUES	37,619,266	870,000	38,489,266

EXPENDITURES:**138000000270 Child Care Delivery System - Operations**

5101010 Reg Salaries & Wages	1,742,663	(70,000)	1,672,663
5101030 Higher Class. Salary	9,100	-	9,100
5101050 Language Skill Pay	11,400	-	11,400
5103005 FICA	175,194	-	175,194
5105010 TMRS	266,341	-	266,341
5104030 Flex Benefits	419,496	-	419,496
5103010 Life Insurance	3,435	-	3,435
5405020 Worker's Disability Comp.	17,300	-	17,300
5403010 Communications : Telephones	96,000	-	96,000
5403030 Rental of Pagers	1,800	-	1,800
5205010 Mail & Parcel Post	35,000	-	35,000
5206010 Rental of Facilities	265,300	-	265,300
5205020 Rental of Equipment	15,000	-	15,000
5208020 Inter-Fund Rent of City Motor Pool	9,600	-	9,600
5207010 Travel - Official	2,500	-	2,500
5203090 Travel - Other	7,200	-	7,200
5103065 Education	4,376	-	4,376
5204080 Maint & Rep. Mach & Equip	1,000	-	1,000
5201040 Fees to Prof. Contractors	7,500	-	7,500
5202025 AADC - CCDF Program Operations	617,614	70,000	687,614
5203040 Advertising & Publications	2,500	-	2,500
5203050 Membership Dues & Lic.	800	-	800
5203060 Binding Printing & Repro.	10,000	-	10,000
5203070 Subscriptions to Publications	100	-	100
5202025 Other Contractual Services	75	-	75
5302010 Office Supplies	7,000	-	7,000
5304010 Food	100	-	100
5304050 Tools, Apparatus & Accessories	50	-	50
5301030 Maint & Rep. Material - Mach & Equip	150	-	150
5304075 Computer Software	29,107	-	29,107
5304080 Other Commodities	100	-	100
5405030 Liab. , Hazard & Fidelity	29,658	-	29,658
Total 138000000270	3,787,459	-	3,787,459

2005 CHILD CARE DELIVERY SYSTEM

October 1, 2004 - September 30, 2005

	BUDGET	Revision #3 +/-	REVISED BUDGET
138000000271 Child Care Delivery System - Indirect			
5101010 Reg Salaries & Wages	236,947	(41,400)	195,547
5103005 FICA	19,975	(3,500)	16,475
5105010 TMRS	28,053	(5,100)	22,953
5104030 Flex Benefits	24,417	-	24,417
5103010 Life Insurance	1,000	-	1,000
5405020 Workers Comp	1,850	-	1,850
5103035 Personal Leave Buy Back Pay	5,000	-	5,000
5204070 Rental of Facilities	5,000	-	5,000
5208020 Rent of City Motor Pool	300	-	300
5207010 Travel - Official	6,000	4,000	10,000
5203090 Transportation Fees	3,500	-	3,500
5103065 Education	1,500	-	1,500
5201040 Fees to Professional Contractors	2,700	33,500	36,200
5202010 Temporary Services	3,500	-	3,500
5203070 Subscriptions to Publications	300	-	300
5202025 Other Contractual Services	386	-	386
5302010 Office Supplies	-	10,000	10,000
5304010 Food	-	2,500	2,500
5304075 Computer Software	1,400	-	1,400
5304080 Other Commodities	850	-	850
5501000 Computer Equipment	3,750	-	3,750
Total 138000000271	346,428	-	346,428
138000000294 CCDS - Quality Improvement			
5202025 Family Service Association	59,176	-	59,176
Total 138000000294	59,176	-	59,176
138000000272 CCDS - Program Service Providers			
5201040 Title XX - At Risk	169,450	-	169,450
5201040 CCDF Early Childcare	25,565,205	870,000	26,435,205
5201040 CCDF Quality Expansion	1,638,353	-	1,638,353
5201040 CCDF Infant & Toddler	1,358,710	-	1,358,710
5201040 CCDF School Age R & R	197,125	-	197,125
5201040 2005 Federal Match	3,297,360	-	3,297,360
Total 138000000272	32,226,203	870,000	33,096,203
138000000273 Child Care Services - Local Funded			
5202025 Avance - Kindergarten Readiness	114,600	-	114,600
5202025 Family Service Association - Quality Activities	22,666	-	22,666
5202025 Family Service Association - Early On	141,328	-	141,328
5202025 Family Services Association - Casey Match	23,001	-	23,001
5202025 KLRN - Early On	286,108	-	286,108
5202025 NISD - Even Start - Kindergarten Readiness	116,400	-	116,400
5202025 Positive Beginnings - Kindergarten Readiness	56,400	-	56,400
5202025 UTSA - School Readiness Project	79,391	-	79,391
5202025 YWCA of SA - Kindergarten Readiness	80,785	-	80,785
5201040 GF Match - Local Initiatives	279,321	-	279,321
Total 138000000273	1,200,000	-	1,200,000
TOTAL EXPENSES	37,619,266	870,000	38,489,266

CHILD CARE DELIVERY SYSTEM PROGRAM

Attachment V

October 1, 2004 - September 30, 2005

PERSONNEL COMPLEMENT

POSITIONS	JOB CLASS	CURRENT No. OF POSITIONS	ADD/DELETE	REVISED No. OF POSITIONS
138000000270 CERTIFICATE/OPERATIONS				
SOCIAL SERVICES MANAGER	0906	1	0	1
FISCAL OPERATIONS MANAGER	0850	1	0	1
CONTRACT SERVICES MANAGER	0156	1	0	1
GRANTS MANAGEMENT OFFICER	0844	1	0	1
SPECIAL PROJECTS OFFICER	0865	2	0	2
CHILD CARE SERVICES COORDINATOR	0928	2	0	2
CHILD CARE SERVICES SUPERVISOR	0991	7	0	7
CONTRACT SPECIALIST	0929	4	0	4
CHILD CARE RESOURCES SPECIALIST	0990	48	0	48
DATA CLERK SUPERVISOR	0825	1	0	1
RECORDS SUPERVISOR	0007	1	0	1
SENIOR RECORDS TECHNICIAN	0849	1	0	1
RECORDS TECHNICIAN	0848	5	0	5
TRAINING OFFICER	0092	1	0	1
STOCK CLERK	0021	2	0	2
OFFICE ASSISTANT	0010	10	-3	7
CUSTOMER SERVICE REPRESENTATIVE	0909	3	0	3
SENIOR CHILD CARE PROVIDER SPECIALIST	0969	4	0	4
CHILD CARE PROVIDER SPECIALIST	0986	12	-4	8
SENIOR OFFICE ASSISTANT	0009	7	0	7
CASE AIDE	0985	6	0	6
SENIOR ACCOUNTING CLERK	0868	1	0	1
FISCAL OFFICER	0892	1	0	1
MANAGEMENT ANALYST	0046	3	0	3
ACCOUNTANT II	0874	5	0	5
ADMINISTRATIVE ASSISTANT I	0040	2	0	2
SECRETARY I	0017	5	0	5
ADMINISTRATIVE SECRETARY	0038	2	0	2
ADMINISTRATIVE AIDE	0067	2	0	2
PROGRAM COORDINATOR - PART TIME	0915	2	0	2
SENIOR MANAGEMENT ANALYST	0999	2	0	2
CHILD DEVELOPMENT SPECIALIST	0993	2	0	2
SOFTWARE SPECIALIST	0832	1	0	1
SPECIAL PROJECTS COORDINATOR	0870	1	0	1
SENIOR PROJECT MANAGEMENT SPECIALIST	0912	0	1	1
DEPARTMENT SYSTEMS SPECIALIST	0896	1	0	1
138000000270 CERTIFICATE/OPERATIONS		160	-6	144
138000000271 INDIRECT				
FISCAL PLANNING MANAGER	0826	1	0	1
FISCAL OPERATIONS MANAGER	0850	1	0	1
GRANTS MANAGEMENT OFFICER	0844	1	0	1
CONTRACT SERVICES MANAGER	0156	1	0	1
SENIOR MANAGEMENT ANALYST	0999	2	0	2
SPECIAL PROJECTS COORDINATOR	0870	2	0	2
MANAGEMENT ANALYST	0046	2	0	2
SPECIAL PROJECTS OFFICER	0865	4	0	4
FINANCIAL ACCOUNTANT	0927	1	0	1
DEPARTMENT SYSTEMS SPECIALIST	0896	1	0	1
ADMINISTRATIVE SECRETARY	0038	1	0	1
ADMINISTRATIVE ASSISTANT I	0040	4	0	4
SECRETARY II	0014	1	0	1
SENIOR ADMINISTRATIVE ASSISTANT	0042	2	0	2
SOFTWARE SPECIALIST	0832	1	0	1
BUILDING CUSTODIAN	7560	1	0	1
TELECOMMUNICATIONS TECH	0695	1	0	1
SPECIAL PROJECTS COORDINATOR - PART TIME	0870	2	0	2
SPECIAL PROJECTS OFFICER - PART TIME	0865	2	0	2
PROGRAM COORDINATOR - PART TIME	0915	2	0	2
SENIOR ACCOUNTING CLERK	0868	1	0	1
CONTRACT COORDINATOR	0156	0	2	1
DEPARTMENT SYSTEMS SUPERVISOR	0889	1	0	1
138000000271 INDIRECT		38	2	37
TOTAL POSITIONS FOR CCDS PROGRAM		185	-4	181